

12.260 WARRANTS FOR ADULTS: SERVICE AND RECORDING

Reference:

Procedure 12.555 - Arrest/Citation: Processing of
Adult Misdemeanor and Felony
Offenders
Procedure 12.900 - Processing Juvenile Offenders
Standards Manual - 74.3.1, 82.3.8

Policy:

Unit Commanders will continually review and evaluate the warrant load of the unit and ensure the load remains at a manageable level.

Purpose:

Establish a uniform system for handling warrants throughout the Police Division.

Identify the warrant service responsibilities of police districts and other units receiving warrants for service.

Procedure:

A. Recording and Serving Warrants:

1. The Warrant Identification Unit (W/IU) will prepare warrants and forward to the appropriate unit. They will contain:
 - a. Name, address, date processed, warrant number, charge, bond (if any), date of offense, and assigned district.
2. Warrants received not applicable to the receiving unit will be forwarded to the appropriate unit via interdepartmental mail.
 - a. Form 481 Warrant Transfers will be completed in duplicate.
 - 1) The original will remain with the transferring unit.
 - 2) The copy will be forwarded with the warrant.
3. Units will immediately enter warrants in the unit database.
 - a. Felony warrants will be assigned to the appropriate unit investigator.

- b. Misdemeanor warrants will be assigned to the appropriate beat officer.
 - c. City warrants for county residents will be assigned to the unit warrant officer.
 - d. An Open Warrant List will be printed and distributed on a daily basis to appropriate personnel after warrant assignments are made.
 - 1) Also attached to this list will be a listing of capias issued on the previous court date.
4. When a warrant is paid out, bond posted, or recalled by the Clerk's Office or Records Unit, W/IU will notify the affected unit.
- a. Units will be notified by teletype, for all warrants.
 - b. The units will note the recall in the unit database.
5. Units will attempt to serve the warrants within a thirty day period.
- a. Do not return "Unable to Serve" within a thirty day period when there is an indication the subject lives at the address indicated.
 - 1) In multiple dwellings, at least two persons identified by name, must verify the subject does not live at that address.
 - 2) Contact the manager or owner of the dwelling for verification and possible forwarding address.
 - b. If the wanted person moved or is not known to reside at the stated address, check the City Directory, Telephone Directory, and the RCIC system for a new address.
 - c. If no information is secured by these means, request the post office station or branch serving the area to furnish a forwarding address.
 - 1) Use an Address Information Request (Form 675P), for contacting the post office.

- d. Interview neighborhood store clerks for information concerning persons wanted: names and places of employment of family members, and names and ages of children.
 - e. If there are children of school age in the wanted person's family, ask the Board of Education Office of School Census for their current address.
 - 1) For this purpose, they should be given the full name of the children, birth date (if known), or age (if birth date is not known), and the names of both parents.
 - f. Explore the possibility of a transposition of street numbers, or the chance the named street might be in a neighboring community.
 - g. When returning a warrant "Unable to Serve", officers will note on the Open Warrants List, the reason for same and forward to the warrant officer.
 - 1) The unit will note the information in the unit database.
6. Record any information relative to a warrant on the Open Warrants List.
7. Service areas for warrants:
- a. Criminal warrants issued for City of Cincinnati cases ordered by the judiciary for Cincinnati cases are the responsibility of the Cincinnati Police Division. The service areas for Hamilton County will follow U.S. Postal zones. The following zones will serve as boundaries outside the City limits.
 - 1) The service areas for District Two are: 45230, 36, 43, 42, 44 and parts of 45111 (Camp Dennison), 45140 (Loveland) and 45174 (Terrace Park) within Hamilton County.
 - 2) The service areas for District Three are: 45211, 33, 38, 48 and parts of 45001 (Addyston), 45002 (Cleves), 45030 (Harrison), 45033 (Hooven), 45041 (Miamitown), 45051 (Mt. St. Joseph) and 45052 (North Bend) within Hamilton County.

- 3) The service areas for District Four are: 45212, 15, 16, 17, 37, 41, 46 within Hamilton County.
- 4) The service areas for District Five are: 45218, 24, 31, 39, 40, 47 within Hamilton County.
8. Record all information obtained about the wanted person on a Form 311 and return to the warrant officer.
9. If the warrant can be served at an address different than the one listed, the warrant officer will assign it to the appropriate unit via a Warrant Transfer (Form 481), as stated in Section A.2. of this procedure.
10. Process warrants for persons held at the Hamilton County Justice Center or other correctional facilities through W/IU.
 - a. When the serving officer learns of the incarceration, the officer will contact W/IU for further instructions.
11. At the end of each calendar month, all affected units will submit a Warrant Report. The report will include the following information:
 - a. Warrants on hand at the beginning of the work period.
 - b. Warrants received during the work period.
 - c. Warrants processed during the work period.
 - d. Warrants on hand at the end of the work period.
12. At the end of each calendar month, all affected units will notify Patrol Administration of the following:
 - a) How many felony warrants received.
 - b) How many felony warrants served.
13. For complete guidelines in arrest procedures consult Procedure 12.555 Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders.

14. For information regarding juvenile warrant procedures consult Procedure 12.900 Processing Juvenile Offenders.

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